

Library Science

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# THE MICHIGAN LIBRARIAN

*December*  
*1943*

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MICHIGAN LIBRARY ASSOCIATION

VOLUME 9

NUMBER 4

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# THE MICHIGAN LIBRARIAN

THE OFFICIAL ORGAN OF THE MICHIGAN LIBRARY ASSOCIATION

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## CHINA BOOK WEEK

March 25-31

THE Office of War Information has asked that the week of March 25-31 be observed as China Book Week. As Miss Althea Warren, President of the American Library Association, indicates, librarians everywhere will be glad to comply with the request.

As the war continues, it becomes increasingly clear that China is emerging as a Great Power. We are beginning to realize that in the future she will take her place beside Britain, Russia, and our own country. It is important that we Americans become conversant with the problems of such a country, which has not only furnished us a noble example of endurance and fortitude in the past but which has such boundless opportunities for the future. The part which the United States will play in the development of China will depend in no small measure upon our understanding of the country and our comprehension of her vast importance in the world of tomorrow.

The libraries of the country can do much to promote such understanding. Not only through books, but through exhibits of Chinese arts and crafts, the use of phonograph records and films, and discussions of Chinese philosophy, politics, and literature, librarians can bring to their communities a knowledge of this great country whose past is older than recorded history and whose future is now in the making.

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# RACIAL GROUPS *and the* LIBRARY

## —*The Intercultural Library of Cleveland*—

CLARENCE S. METCALF

*Librarian, Cleveland Public Library*

DEVASTATING war and wanton destruction by dictators have all but wiped out the culture of the conquered countries of Europe and have debased the culture of the aggressor nations.

Who can prophesy what things will be important in reviving the culture of the Old World? Must each country start anew with few or no remnants of its glorious past upon which to build? No one can say. But we can keep a record of treasured articles which many of our citizens or their parents brought from their homelands.

The varied and colorful Old World backgrounds of some forty-one nationality groups have made Cleveland one of the most interesting communities in the United States. America has the opportunity, if not the obligation, to preserve the samples of the Old World culture which are to be found in the homes of its citizens. The Cleveland Public Library has taken on the obligation of discovering and listing these treasures. It was thought that the cooperative work which was necessary to establish and maintain the Intercultural Library might well forge a bond between the different nationality groups, and between these groups and all citizens of greater Cleveland, which will foster a sense of "belonging" as nothing else would do.

The particular interest of a library, of course, is in books as they reflect the culture of the people. Therefore, it was determined to set up a combination library and museum. Each group has an alcove with generous space for the display of pictures, embroideries, paintings and other arts and crafts, and locked museum cases in which all precious objects may be exhibited. Shelves are provided for books in English and in the lan-

guage of the group, bringing together the national literature and arts.

These exhibits are changed from time to time. The culture of practically the entire citizenry of Cleveland is now on display, thereby setting new values on the art and literature of the members.

The arrangement of the alcoves is by cultural divisions, and by group sub-divisions within the larger divisions. In this way it is possible to present a unified picture of the similarity or diversity of cultural development of groups with a common Old World experience. The large cultural divisions, chosen because they have a considerable representation in Cleveland, are: the *Finn-Ugric*, including Finnish, Estonian and Hungarian; the *Slavic*, including Bulgarian, Serbian, Croatian, Slovene, Czech, Slovak, Polish, Rusin, Great Russian and Ukrainian; the *Latin or Romance*, including Italian, Rumanian, French, Spanish and Portuguese; the *Anglo-Teutonic*, including Canadian, English, Dutch, Norwegian, Danish, Swedish, German and Swiss; the *Semitic*, including the Jewish and Syrian; the *Baltic*, including Lithuanian and Latvian; the *Celtic*, including Manx, Irish, Welsh and Scotch; and Negro, Greek, Armenian, Chinese, Mexican, and Albanian groups.

On the second floor of the library there is an auditorium, with a stage suitable for dramatic, operatic or concert performances, and for folk dances, lectures, motion pictures and other activities. The auditorium is so arranged that it may also be used as a gallery for the display of paintings.

Nothing heretofore published has described the plan of organization of these groups. Foreign language newspapers were

studied and programs of nationality events held in many nationality halls were examined for the purpose of selecting people to serve on group committees. The persons chosen, together with students and leaders well known throughout our library system, enabled us to set up committees well qualified to appraise the value of the art objects submitted for exhibition purposes and to plan cultural and recreational activities in the auditorium. So far, Sunday afternoon programs have included lectures, readings, folk music and folk dances.

The entire membership of these committees numbers over 700 persons who have worked together in a manner of cooperation never before experienced. I have met with these groups many times at the Main Library and, since the Cleveland Public Library has long worked with the new immigrants to this country, and has gained their confidence, it was comparatively easy for the library to unite them in a common project such as the Intercultural Library. They well knew and understood from past experience that we have no motive except the good of the community.

I have found wonderful and generous people among these newer citizens of the United States and have found them intensely sincere, proud to be American citizens, filled with a great love of the democratic way of life. I am profoundly grateful for having made the acquaintance of many, many citizens whom I had never before known.

Old World treasures brought to this country by immigrants from localities scattered over the globe are fast disappearing. Every spring housecleaning reduces the number. Recent events have proved that we were right in believing that the display of Old World treasures would create a desire to preserve them faithfully and thus, in their proper setting, would stimulate pride of ancestry in the minds of the second and third generations. From our observations, it seems that after the third generation, ancestral pride again emerges accompanied by

much regret that many heirlooms are lost and cannot be replaced.

We also believe that these displays and entertainments will provoke in the minds of the young people an ambition to study and master the language of their parents. There is plenty of evidence now of such need as many of our young men are being required by the government to learn foreign languages that they may be equipped to carry on civil affairs in the occupied areas following the invasions of our armies.

That so many nationality groups, with divergent political and national sympathies, are displaying their treasures in one building is an outstanding achievement. But the best evidence of their American solidarity is the Intercultural Library Council, which decides the policies affecting the number and kind of exhibits, the methods by which closer intercultural and intracultural relations can be demonstrated, and other vital matters. Each group has a committee, which constitutes its policy-making body. The chairman of each group committee serves on the Council. This is democracy at work!

Looking ahead to postwar days, when help in the rehabilitation of the devastated countries will be one of the gigantic tasks facing America, the Intercultural Library is collecting, sorting, and making ready for shipment books that may be sent to cities, towns and villages which must rebuild and restock their cultural institutions. Gifts to this collection are needed, so that when the call comes the answer will be ready.

The Intercultural Library is the tribute of the Cleveland Public Library to Cleveland's foreign language citizens. It is hoped that the displays and activities will revive happy memories for the older generation, and awaken in their children and grandchildren a healthy pride in their heritage. Through the meeting of many minds, the Intercultural Library Council may well serve as a practical demonstration of the harmonious cooperation among nations, which is so necessary for the realization of a more lasting peace.

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# THE YEAR 1943 — *Its Accomplishments* *As Reflected in Official Reports*

ALTHOUGH the fifty-third year of the Michigan Library Association opened under adverse war clouds which held uncertainty in every shifting turn, there was a determination not only to hold the heritage that fifty-two years of Association work had brought to Michigan citizens and librarians, but to continue the program in every way possible. Consequently, appointments were made to the six standing committees. In addition, six administrative and five special committees were established.

Immediately, the effects of war consciousness became evident. No lack of professional interest can be ascribed to those who were fearful to accept committee appointments because of reduced staffs, increased duties, and the uncertainty of their own immediate plans. In fact, great praise is due those who left a rather secure position to accept work which to them seemed to contribute more directly to the war effort. However, to those who did accept added responsibilities and who made sacrifices to carry on the work of the Association, the president is extremely grateful.

## PUBLICATIONS COMMITTEE

One of the very first matters to come to the Executive Board was the appointment, upon the recommendation of the Publications Committee, of an editor for the MICHIGAN LIBRARIAN, so that there would be no break in its publication. Since Miss Helen E. Campbell, who had pioneered the publication and served as editor from its beginning in 1935, was unable to continue, Miss Grace A. England was appointed and accepted. The taking over the editing of a publication of the caliber of the MICHIGAN LIBRARIAN in the midst of a volume is no easy task but Miss England did a most commendable job. In fairness to an editor, a continuity of editorship is necessary to enable her to make a long time plan so that definite policies can be established and a reserve of material be

built up. It is recommended that consideration be given this matter soon.

A standardization of forms for carrying on Association business is needed, together with a manual of style for reports, papers, letters, and announcements. In addition, the publication of separate papers worthy of a wide circulation should be considered. Too, a more rapid medium of informing members of Association and library news than a quarterly warrants investigation.

## LEGISLATIVE COMMITTEE

A review of legislative activities would simply be to repeat the Legislative Committee's report which has been so ably presented in detail. In retrospect, the legislative year was not too difficult and to those who have actively worked with legislation it would seem comparatively easy. While there is a need for close work with the legislature when it is in session, the success of a legislative program depends largely on the work of each library in the local community. This year, as before, the librarians responded magnificently. The work of legislative committees of the past few years has had its results.

The lack of a definite legislative program, together with unfamiliarity with the various laws affecting libraries, is a handicap in legislative work. A code of library laws, which the Association has sponsored and which is promised by the State Board for Libraries at an early date, will simplify the work of successive legislative committees. A legislative program for the Association awaits the joint efforts of the Planning and Legislative committees.

## PLANNING COMMITTEE

Several years back a Planning Committee drew up a blue print for the Association. It took a few years to put this into effect. Now Michigan libraries, librarians and the Association are ready for another long-time objective.

## SALARY, STAFF, AND TENURE COMMITTEE

This year, the Salary, Staff, and Tenure

Committee completed the tabulations of the questionnaire on public library personnel and began the survey of school library personnel. These surveys are basic to the development of a state-wide tenure, salary, and pension plan.

Staff revisions in some libraries in the past few years brought to the fore the lack of any Association tenure policy. As a result, and to insure justice both to libraries and librarians, the Salary, Staff, and Tenure Committee presented at the 1942 business meeting, a request that a board on tenure be established. Sensing a need for such a board, but not having had adequate time to study its implications, the Association passed a motion that the Salary, Staff, and Tenure Committee take under consideration the establishment of such a board and present its findings at the 1943 business meeting, and that, in the meantime, the Executive Board be empowered to act on cases brought to its attention.

During the past year, one case was brought to the attention of the President. The person presenting the case, an Association member, was instructed to bring the matter to the Executive Board in writing for its consideration. Nothing further was learned of the case.

The subcommittee on tenure of the Salary, Staff, and Tenure Committee, in its report, has set up the provisions for membership of a board on tenure. This has been incorporated in the report of the Salary, staff, and Tenure Committee.

While the majority of librarians are not primarily concerned with tenure, there is a need for the Association to take a definite stand on tenure policies as they are closely connected with certification, salary, and quality of library service. It is therefore my recommendation that the subcommittee on tenure be retained as a part of the Salary, Staff, and Tenure Committee and that it be instructed to formulate principles of tenure as they affect our libraries and librarians, and, with the consent of the Executive Board, to present these to the Association members, either through the medium of the MICHIGAN LIBRARIAN or a mimeographed release before the next business

meeting, so that members can be prepared to act both on the acceptance of the principles of tenure and the establishment of a board on tenure. In the interim, I recommend that the Executive Board consider all tenure cases properly brought to its attention.

There is little to report on any constructive pension action. This problem is involved because of the diversity of governing boards under which librarians work; large groups already protected by some kind of pension plan; low salaries; part time employment, especially in the smaller libraries; the large number of persons already approaching retirement age, to mention a few of the reasons. There is no question but that each and every librarian should be assured of a pension through a pension plan for other employees of such governmental unit. It may take quite some time for this to become an actuality for every library employee, and the Association should continue to do all in its power to bring this about.

#### *Health Insurance*

Early in the year a request was made that some attention be given to provision for group health and accident insurance for members. Since the Salary, Staff, and Tenure Committee was already considering several projects, a special committee was established to take care of this. While a good beginning was made, the work on group health and accident insurance is still in a too embryonic stage to predict its form of development. Active attention to its cultivation could bring it to completion within another year.

Before leaving the subject of the work of the Salary, Staff, and Tenure Committee, a word in regard to certification and salaries is in order. It should be recognized that the certification of librarians is imperative in attaining satisfactory tenure policies and adequate salaries. Salaries commensurate with the job performed and the qualifications for that job are still to be achieved for the majority of librarians, especially those serving in areas outside the large municipalities and those just out of library school.

The chairman and members of the Salary, Staff, and Tenure Committee have made an auspicious beginning on some very knotty problems and are to be commended highly.

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#### PUBLIC RELATIONS COMMITTEE

While it is the job of the Public Relations Committee to head up the work of relations with other groups, in the final analysis each individual library worker is actually a representative of the profession to members of other groups. The Association was represented at seven of the eight Good-will Conferences sponsored by the Michigan Council of Churches and Christian Education. The President represented the Association at the meeting of the Michigan Council on Education and the Vice-president at the meeting of the Michigan Council on Adult Education. In addition, two radio broadcasts were arranged by the chairman of the Public Relations Committee. In conjunction with the Publications Committee, this committee probably could work out some valuable publicity. This committee was handicapped by restrictions on travel.

#### MEMBERSHIP COMMITTEE

The Membership Committee has been active in contacting delinquent members and in obtaining new members so that the membership has remained fairly static in spite of the number of former members who have left the profession and the state.

#### COMMITTEE ON EDUCATION FOR LIBRARY SERVICE

The idea of assembling under one committee all activities on education for librarianship, excellent in theory, did not work out as anticipated. The greatest handicap was the unwieldiness of organization. It would be better, in retrospect, to assign the work to standing committees or sections wherever possible.

The subcommittee on Institutes and Continuing Education cooperated with the American Library Association in the Post-war Institute held in Detroit and also sponsored local institutes in other parts of the state in cooperation with the district chairmen. The annual Institute at Waldenwoods in July served to bring these series to a culmination.

Scholarships were awarded to library workers to attend the State Board for Libraries

Workshops. Contributions were solicited for the Scholarship Fund and \$135.33 were obtained. It is now time for the Association to rethink its objectives in regard to scholarships, student loans or internships, decide upon whichever plan is most feasible, and map a plan of action in accordance. Contributions of dribbles will not permit a very dynamic program in aiding worthy persons to further their education.

#### Subcommittee on Recruiting for Library Service

The subcommittee on Teacher-Librarian Training early recognized the lack of facts as to actual conditions in the state and immediately set about to obtain them. It has assembled a great many facts pertinent to the development of better library facilities in the smaller schools and for the training of teacher-librarians. In addition, it submitted recommendations prepared by an earlier committee to the heads of teacher training institutions. Since this is, essentially, a problem of the School Libraries Section, it should be continued under the direction of that group. It would be regrettable, however, if the material already garnered by this committee should be allowed to remain unused.

#### FEDERAL AID COMMITTEE

When the possibility of federal aid to libraries became imminent this summer, the chairman of the Federal Aid Committee prepared some statements for the American Library Association and prepared the organization for direct and immediate action should that be necessary. Since it didn't materialize, in response to a request, the other committee members and librarians were not called upon to act.

#### ADULT EDUCATION COMMITTEE

Two things contributed to the comparative and necessary inactivity of this committee. One was that the work on War and Post-war Institutes was taken over jointly by the Continuing Education Committee and the Districts, and the other, the restriction on travel. The Adult Education Committee was

prepared to make a survey of the activities of the libraries in adult education when it discovered that this was already being done. Clarification of the work of this committee is needed.

#### ADMINISTRATIVE COMMITTEES

Both the General Convention Committee and the Exhibits Committee did a great deal of preparatory work before the cancellation of the convention. While the cancellation deprived them of completing their job, the appreciation of the President and the Association members for what they did is still in order. From their early work we can rest assured that we would have had a grand time at the convention and that it would have paid for itself.

Both the Nominations and Elections Committees suffered loss of membership, but did

a notable job in spite of that. Their work is evidenced in the new officers of the Association.

The Auditing Committee still has its work to do.

There is little I can add to what I have already written for publication in the MICHIGAN LIBRARIAN as to the cancellation of the convention. It was the last thing I, or any member of the Executive Board, wanted. Faced with the definite *NO* or *YES* answer, it took a great deal of fortitude to vote *NO*, more than to have voted *YES*. While we all seem lost without our convention, the general attitude which has come to my knowledge is that of a more determined effort to carry on our program during the war with definite plans of extending it after the war.

EUDOCIA STRATTON, *President*

## Reports of M. L. A. Committees, Sections, and Round Tables

### Legislative Committee

In a legislative year, the first responsibility of the Legislative Committee is to review those bills affecting libraries introduced in the Legislature of Michigan and to report to the Association's members whether the bills, in the committee's judgment, should be supported or opposed. The Legislative Committee in actual work with members of the legislature becomes an Association committee of the whole. There has been whole-hearted response, this year as in previous years, to suggestions that members keep their legislators advised of the anticipated effect of specific bills on libraries. The success or failure of work in Lansing is largely determined by such "grass roots" efforts.

#### Recommendation for Future Legislation

The committee does not foresee a need for immediate change in the provisions of the State Aid Law. Simplification of the law should be studied. The law should be sufficiently general to permit the State Board for Libraries broad administrative discretion.

It is the recommendation of the subcommittee on the County Library Law that no change be made in the law as amended in the 1943 session until the effect of the amendments can be determined. There are several points which, to the

committee, seem not to have been fully settled. They are:

(1). Whether a county library is established in case a contract is made. Does the appointment of a board and establishment of a county library fund constitute a county library?

(2). Is the membership of the County Library Board as now specified in the law, the best possible solution? There is a question whether the *ex-officio* membership of the County Superintendent of Schools is desirable. In case of a contract service is it possible, as the original act provided, that the contracting library be represented on the board?

(3). Although the 1943 amendments presumably clarified the status of employees in case of a contract, to the non-legal mind the status seems still in doubt.

(4). In the last session, a bill was introduced to amend the school code to permit the establishment of county school libraries. A proviso for the incorporation of such school libraries into the county library, if and when such a library is established, may be wise.

There seems little that the Association, on its own initiative, can do in the matter of penal fines other than to keep a careful watch lest the



finances be diverted to other uses than prescribed in the Constitution. Any movement which calls for a more rigorous accounting of such funds, should receive the support of the Association.

ERNEST I. MILLER, *Chairman*

### Membership Committee

The Membership Committee has written a total of 182 letters, made many telephone calls, was present at all district meetings to collect dues, and has contacted many prospects personally. Every delinquent member for 1942 has received not only his statement from the treasurer but has had at least one letter, as an additional reminder, from the Membership Committee telling him of the work of the Michigan Library Association and urging him to pay his dues.

A count of members shows:

Members in good standing		Total
Individual	838	
Institutional	85	923
Members in 1942, now delinquent		
Individual	134	
Institutional	4	138
Total membership		1061
New members in 1943		
Individual	98	
Institutional	10	108

Many of the people listed as delinquent have either left the profession or the state.

MRS. ETHEL W. YABROFF, *Chairman*

### Staff Association Committee

The committee on Staff Association was appointed with the specific idea of setting up a new section for the Michigan Library Association. The proposed section was to be called the Staff Association Section. Plans were well under way to form a section according to the requirements drawn up in the Constitution. Committee members in Kalamazoo, Detroit, and Grand Rapids had contacted their local staff groups and had been given assurance that a sufficient number of their membership had signified a desire for such a section. The actual business connected with this procedure was to be carried out at a staff luncheon scheduled to be held at the convention at Jackson.

The following recommendations are submitted:

- (1). That a directory of staff associations in the state be compiled.
- (2). That a committee be appointed for the forthcoming year to proceed with the work of setting up a new section and also to secure some further expression from the membership of the Association regarding this action.

KATHERINE MADIGAN, *Chairman*

### Publications Committee

At the first meeting of this committee a letter from Miss Helen E. Campbell, stating that her term as editor of the MICHIGAN LIBRARIAN had expired, was read. Appreciation of the years of her untiring effort as editor was expressed. It was unanimously decided that she be reappointed. Later, Miss Campbell declined this appointment and Miss Grace A. England graciously accepted the responsibility of editorship of the journal.

Budgets for the MICHIGAN LIBRARIAN and other publications were discussed.

The chairman, after consulting the members of the Publications Committee by letter, asked the President to request all chairmen of committees to anticipate their publication needs for the coming year. Many chairmen answered promptly. No answer was interpreted to mean that no printing would be necessary. A few chairmen were considering surveys, questionnaires and brochures in May. These chairmen were again questioned in September as to the status of their projects. All reported that the work was in process, and would have to be continued by the incoming committee members.

JEANNE GRIFFIN, *Chairman*

### Public Relations Committee

The activities of the Public Relations Committee were, of necessity, limited, owing to difficulties of traveling and shortage of help in the libraries. It did not seem wise to develop an extensive project that would have meant conferences and unnecessary traveling.

Two radio talks were sponsored by the committee. These were of interest to rural people and the libraries serving them. The first was given by Mr. Cecil J. McHale. His talk was on "Adult Education and the Public Library." The second was by Mrs. Loleta D. Fyan, and was entitled "The Michigan State Library Looks Ahead." These talks were on the program "The Community in Action" instituted by the Adult Education Program, University of Michigan, and were broadcast over Station WKAR.

F. RIDLEN HARRELL, *Chairman*

### Adult Education Committee

This committee decided that since so many phases of adult education are being developed by organizations throughout the state, it would endeavor to build up a summary of these activities which stem from or are aided by the public libraries.

A letter suggesting such activities and asking for a report was written. Three hundred copies were sent through the State Library mailing list



and about one-fourth of the recipients replied.

With the exception of a few of the larger libraries which are active as leaders in starting discussion groups and sponsoring film forums and library institutes, most of the libraries report a program of cooperation rather than leadership. The letters tell of close association with local organizations and show the library and librarians to be a recognized source of help and an integral part of programs planned for study clubs, classes and community group meetings. Two librarians asked for suggestions that would help them to interest their board members in extending library service of this kind. Perhaps here we have a suggestion for future committee work—a plan for, or guide to, the many opportunities for adult education work which could be carried on by small libraries.

LOUISE HETHERINGTON, *Chairman*

### ***Subcommittee on Recruiting for Library Service***

This committee has written to all accredited library schools for information on requirements for entrance and courses given. The committee has also gathered opinions from various Michigan librarians on the most desirable personal qualifications for the more usual library positions. It was our intention to summarize this material in a small attractively printed folder, to be sent to all high school and college guidance directors. We respectfully recommend that the work be carried on next year and that a recruiting leaflet be prepared and distributed to all high school, junior high school, and college councilors in the State. Because of the ever increasing importance of recruiting, we suggest that the officers of the Association consider making this subcommittee a full committee, with at least five members of varied backgrounds.

HELEN S. COOPER, *Chairman*

### ***Subcommittee on Teacher-Librarian Training***

The committee was concerned with encouraging interest in the training of teacher-librarians and in making recommendations for improvement of the situation in Michigan.

The committee reports the following work completed:

(1). A card questionnaire asking for facts on actual conditions of training, hours of work, and needs among teacher-librarians, was sent to 844 schools. The replies were tabulated by Lucille Wilcox. This survey shows a need for more train-

ing for Michigan teacher-librarians, and also that the majority of those in Class B and C schools feel that they should have more time allowed for their library work in the school.

(2). A collection of data on school library standards in all states was made. Margaret Gibbs tabulated these to determine the average standards that have been set up. The collection of state standards was given to the State Executive Board of School Librarians for their use and was then sent to Miss Ann Wheeler at the State Library to be made available to anyone interested.

(3). After a study of standards of other states, Miss Gibbs drew up suggestions for standards for Michigan teacher-librarians.

(4). In order to stimulate interest in training for teacher-librarians the following plans have been carried out:

(a) Copies of suggestions for the content of courses for teacher-librarians, made by a former committee, with additional suggestions for equipment, were sent to all Michigan colleges.

(b) Lists of the library courses available in the summer of 1943 in Michigan teacher-training institutions were sent to superintendents and principals with a letter asking that they be called to the attention of teachers and librarians.

(c) An attempt was made to secure time for speakers on library subjects at meetings on the High School Division of the Michigan Education Association. Most of the divisions reported a lack of time since they were combining with other groups.

As a result of the feeling that teacher-librarians need all the practical help they can get until they can obtain the training recommended, the committee started plans for a workshop for teacher-librarians to be held in the summer of 1944. It was suggested that only elementary and practical problems be taken up, that the workshop in no way take the place of regular training, and that no credit be allowed.

The committee recommends that in order to encourage teacher-librarians to continue their training, the Association consider continuing as a yearly service the sending of lists of available courses for teacher-librarians in all schools.

In its work during the year the committee was aware of the fact that the problems of the teacher-librarian and the school librarian are so closely related that it is very difficult to deal with them separately. It would, therefore, like to suggest that the committee might in future combine its work with that of the School Libraries Section.

LUCILLE WALSH, *Chairman*

### **School Libraries Section**

In accordance with the suggestion made at the meeting in 1942, the chairman of the section appointed a committee to ascertain the previous policies of the State Executive Board of School Librarians and to formulate a definite policy for the future. Its findings have been incorporated in the report of the State Executive Board of School Librarians.

Work on one of the proposed projects of the State Executive Board of School Librarians, namely, greater coordination between the Michigan Education Association and the Michigan Library Association was turned over to this section and the work started this year.

At the Board's meeting in May, it was suggested that letters outlining the merits of the Michigan Library Association and the advantages of membership, be sent to all superintendents, with a personal letter to their librarian or teacher-librarian enclosed. These letters were also to include a cordial invitation to each to attend the Association's meeting in the fall. The letters were mailed in September. The original text of the two letters was composed by Miss C. Irene Hayner, who did a good piece of work in stating the case. It was with regret that the paragraphs explaining the function of the annual convention and inviting attendance had to be deleted. Copies of these letters were mailed to 936 superintendents and school librarians. Methods for following up this initial step for gaining new members was another item of business to be discussed this fall.

Pursuant to questions raised at the 1942 meeting concerning the source, distribution, and use of funds for school libraries, and the progress made toward developing an official list of all school librarians, we had anticipated for the annual meeting an informal report from Miss Ann Wheeler, School Library Consultant.

DOROTHY HOYT, *Chairman*

### **Committee to Study the State Executive Board of School Librarians**

The recommendations of the Committee to study the State Executive Board for School Librarians are as follows:

1. That the Board composed of representatives from the Schoolmasters' Club, the Michigan Library Association and the Michigan Education Association be continued.

2. That the name of the board shall be——

3. That the function of this board shall be:

a. To advise the School Library Consultant on matters pertaining to the school libraries within the state.

b. To aid the School Library Consultant in the formulation of school library policy.

c. To serve as a contact point between the Consultant's office and the group represented on the Board.

d. To correlate the work of the various school library organizations within the state.

e. To plan an interesting annual program for the Michigan Library Association meeting.

f. To secure the cooperation of school superintendents and principals in making it possible for school librarians to attend library conventions.

g. To interpret the library to the schools and other educational agencies in order to increase the use that is made of the library.

4. a. That the board shall consist of two representatives of the School Libraries Section of the Michigan Library Association, the outgoing and incoming chairmen respectively; three members of the school library sections of the Michigan Education Association regions, (the regions to be selected by rotation, and these members to be the incoming chairmen of their respective sections); the School Library Consultant; the chairman of the Schoolmasters' Club; and a school administrator.

b. That the rotation as provided for the selection of the Michigan Education Association members should be as follows: 1943: Regions 8, 1, 2; 1944: Regions 3, 4, 5; 1945: Regions 6, 7, 8; etc. If a region does not have a library section, the next numbered region will be represented. For example, if region 5 is without a library section, then in 1944 regions 3, 4, and 6 would be represented on the Board.

c. That the chairman of the Board shall be the outgoing chairman of the School Libraries Section of the Michigan Library Association. The incoming chairman shall be secretary of the Board. In this way, the secretary one year becomes the chairman the next year.

d. That the school administrator representative shall be appointed to the Board by the Department of Public Instruction.

5. a. That the specific duties of the chairman shall be to call and preside at all meetings of the Board; to appoint necessary committees; and to confer frequently with the School Library Consultant on matters pertaining to school library policy.

b. That the secretary shall, in addition to being chairman of the library section of the Michigan Library Association, keep minutes of these meetings of the Board; shall inform all regions of the Michigan Education Association as

to which ones are represented on the Board each year; shall send an official report of the activities of the Board to the chairmen of the library sections of the Michigan Education Association for their annual meetings; shall present an official report of the activities of the Board at the annual meeting of the School Libraries Section of the Michigan Library Association. If the meeting is not held, it shall be printed in the official publication, the MICHIGAN LIBRARIAN.

c. That the members of the Board shall attend all meetings called by the chairman. They shall propose subjects for study by the Board, shall serve on committees and shall report back to their constituents on the progress of the Board. They shall endeavor to correlate the work and program of the group they represent with those of other organizations on the board.

6. That all reports and records, minutes and other pertinent data be kept in a file and that they be turned over to the new chairman at the time of the annual meeting of the Michigan Library Association.

7. That since the Board is not officially an integral part of the Michigan Library Association, and since it would be to the advantage of school library service in the state if it were, we recommend that the necessary steps be taken by the Board to effect this affiliation.

MRS. ETHEL W. YABROFF, *Chairman*

### **State Executive Board of School Librarians**

Confusion concerning the organization and function of the State Executive Board of School Librarians has been so general both among the members themselves and the profession that one of the prime objectives this year was to remedy that situation. To that end a committee was appointed to analyze the situation and to make recommendations. Their report will call for considerable discussion and alteration before it is finally accepted.

A committee considered the coordination of the themes of the library meetings of the Michigan Library Association (School Libraries Section), Michigan Education Association (Library Section), and the Library Section of the Schoolmasters' Club. It was concluded that such coordination would be undesirable. Since this is in direct conflict with the conclusion of the Clarification Committee, it is obvious that the question of coordination is one of the major problems.

A step forward in getting better coordination was made through publicity in the *Michigan Education Journal*. Articles prepared by Miss Ann Wheeler, Miss Aniela Poray, Miss Bessie

Jane Reed and Mrs. Marie Webster appeared in the May, June and September issues and another one was scheduled for October. The editor of the *Michigan Education Journal* has agreed with the Board to publish other articles of general interest plus a regular monthly feature. The Board decided that the chairmen of the Library Sections of the Michigan Education Association should act as reporters for their regions and that some individual designated by the Board should act as liaison agent with the editor.

#### **Recommendations:**

1. That the report of the Clarification Committee be considered carefully and in detail and that, as soon as the incoming Board finds it practicable, definite action be taken on each part.

2. That the offer of the Recommendation Committee to continue another year be accepted.

3. That every effort be made to maintain and improve the contacts established with the *Michigan Education Journal*. This will mean active cooperation on the part of each school librarian in contributing news and other data.

JEANNETTE JOHNSON, *Chairman*

### **Junior Members Round Table**

The Junior Members Round Table projects for the year were the continuation of the Michigan Authors' Biographies, the revision of the directory of Michigan librarians, and the compilation of the list of libraries having foreign language books available for inter-library loan.

The Michigan Authors' Biographies, which has been the project of the Grand Rapids group under the able guidance of Mrs. Frances Wood as project chairman, is now ready for publication. The Grand Rapids Juniors are now obtaining information from publishers in regard to the publication of the volume, and would like very much to have the advice, the sponsorship and the financial support of the Michigan Library Association in completing this project. There are approximately 700 entries of the *Who's Who* type of biographical notice.

The annual Spring Rally was held in East Lansing on May 16. Twenty-seven members met at the Forestry Cabin on the Michigan State Campus for a picnic luncheon followed by a discussion led by Mrs. Fyan, State Librarian. The need of building strong local groups and of coordinating their activities by projects, either local or statewide, was discussed informally. Compilation of a list of the names of junior members who would be willing to work on Michigan Library Association committees was another suggestion of the group.

LUCILLE M. PRANGE, *Acting Chairman*

### Salary, Staff, and Tenure Committee

The Committee on Salary, Staff, and Tenure was enlarged this year to eleven members. This was done in order that two subcommittees could be established: one, to make a study of tenure and the other to conduct an investigation of pensions for librarians.

A request for an investigation of sick and accident insurance for librarians was discussed. It was the unanimous opinion of the group that it would be inadvisable to add this task to the full program of work outlined for this year. A special committee was appointed by the President later.

Plans were made to promote a program of education regarding tenure among the members of the Association. It was decided to prepare a five minute announcement on tenure to be read at all district meetings. This was done, and the announcement was given a place on five of the seven district programs, thus reaching many librarians from small communities who would not otherwise have been informed.

Plans were discussed for publishing the findings of the surveys made by this committee. It was decided to have the results published in a popular type of article in the MICHIGAN LIBRARIAN, to be followed later in pamphlet form with more statistical details.

The questionnaire for school librarians was given its final revision and mailed. It was decided that college and university librarians would need to be circularized later with a slightly revised questionnaire.

The committee recommends:

1. That the Executive Board of the Michigan Library Association set up a committee or board on professional status, and empower the same as follows:

- a. To hear grievances relating to violations of professional status.

- b. To investigate and collect facts.

- c. To make recommendations for action to the Michigan Library Association and to local authorities.

2. That means be found to publish in permanent pamphlet form the results of the various surveys made by this committee.

3. That the survey of school librarians be extended into the coming year to include college and university librarians.

KATHERINE MADIGAN, *Chairman*

#### *Subcommittee on Tenure*

Many of the activities of the Subcommittee on Tenure have been discussed in the report of the Salary, Staff, and Tenure committee. The suggested set-up for the Board on Professional Status

includes:

One representative from the Executive Board of the Michigan Library Association or its President; one representative from each of the following: a small library, a large library, a school library, a college library, the Trustees Section of the Michigan Library Association, and a district, the district delegate to be appointed from a different district each term.

The subcommittee is now at work formulating a set of principles on tenure and hopes to have concrete proposals shortly.

SAMUEL SASS, *Chairman*

#### *Subcommittee on Retirement*

The problem of securing a much needed statutory provision for a retirement fund for librarians of public libraries is complicated by the fact that some public libraries are organized as school district libraries, some are under the authority of local boards of education and some are county or township libraries. Still others are organized as units of municipal governments. Within the first two categories it is quite possible, though not absolutely certain, that librarians are eligible to pensions as either teacher or non-teacher employees of boards of education, through a legislative measure passed within the past few years. Those employed in municipal libraries have no retirement protection except in a few sporadic instances in larger cities where charter amendments creating retirement benefits for city employes have been passed by popular vote. Country and township libraries, according to a recent interpretation, are considered municipal units and, as such, are without retirement provision.

On the basis of the returned questionnaires sent by the Salary, Staff, and Tenure Committee to librarians of public libraries, it appears that those in the lower salary brackets have no pension provisions, and of course, in common with all librarians, they do not come under the Social Security Act. Replies to the questionnaires show the following results:

#### RETIREMENT PROVISION

Salary Bracket	Number without	Per cent without
Under \$ 800	112	82.1
\$ 800— 1,099	105	44.8
1,100— 1,399	157	35.7
1,400— 1,699	185	31.4
1,700— 1,999	181	16.0
2,000— 2,299	82	25.6
2,300— 2,599	162	7.4
2,600— 2,899	24	25.0
2,900— and over	67	12.1

These figures indicate clearly the need for some fair and just provision for librarians whose



salaries, at least in the first four brackets, make financial security based on personal savings an unattainable goal.

In order to cover the whole group of librarians still without retirement provision, your committee recommends that the Michigan Library Association through its Legislative Committee consider introducing in the legislature a bill somewhat in line with the teachers' state retirement act, since librarians are engaged in educational work. Such a fund should receive contributions from the state, the municipal unit, and the beneficiaries. With more than a thousand persons in need of such benefit, the group should be large enough to warrant the measure.

ANIELA PORAY, *Chairman*

### **County Libraries Round Table**

The County Libraries Round Table sponsored an Institute which was held in Lansing, September 24 and 25. In preparation for this meeting certain information concerning the county libraries of the state was prepared.

Mrs. Lodisca Alway of the State Library led the first discussion at the Institute. Mrs. Alway had prepared statistical reports which helped to describe county libraries as they are at present. The discussion which followed pointed out some ways in which service might be improved and means by which statistical records could be made uniform.

There was a difference of opinion as to whether or not county libraries should try to become uniform in procedures. It was suggested that the American Library Association has certain standards with which we might easily comply.

On Friday evening there were informal conferences at the State Library. The State Librarian met with the heads of the county libraries and discussed budgets for the coming year and other administrative problems.

The State Librarian was chairman of the Saturday morning session, and gave a detailed report of the State Library's plan for postwar library activities in Michigan. This was followed by discussion of the plan, and of ways and means by which the members of the Round Table might help put the plan into effect. Two motions were passed, (1) that the County Libraries Round Table accept the postwar plan to give it enthusiastic support along with definite assistance in educating the county people for its acceptance, and (2) that the chair appoint an implementing committee to work with the State

Library for the support and development of the postwar plan.

There was a short business meeting after the luncheon on Saturday. Mrs. Mary Kenan, Chairman of the Committee on Forms, described the newly-prepared State Library request form and the inter-library loan form. The group voted to use them. A motion was passed that the chair appoint a committee to study and define county library terminology and to work out a yearly report form which would more nearly describe the county libraries than does the form now in use.

The following officers were elected: Miss Dorothy Olmstead, Genesee County Library, Secretary; and Miss Viola Fitch, Wayne County Library, Chairman.

VIOLA K. FITCH, *Chairman*

### **Children's Section**

In July, 1943 the chairman, Miss Frances Dunn, resigned because of illness. The vice-chairman, Miss Viola Fitch, was asked to assume her duties.

It has been suggested from time to time that more meetings in the state concerning library work with children are needed. As a start in this direction, the Saturday afternoon session of the Waldenwoods Institute was devoted to a discussion of planning for children. Miss Jessie Tompkins, of the Children's Section Planning Committee, appointed a subcommittee which helped make the arrangements. Mrs. Mary Kenan, Librarian of the Muskegon County Library, led the discussion.

One of the suggestions made at the Institute was that trained children's librarians offer their services as consultants for libraries where there is no trained children's staff. Help in book selection and the giving of book talks to groups interested in children's books would be acceptable professional services to offer to small libraries. Several children's librarians present at Waldenwoods offered their services.

No better suggestion can be made than that a state supervisor of work with children be added to the staff of the State Library. Such a person would have many opportunities to bring the subject of good books for children before various and sundry groups throughout the state. It is apparent that children's librarians forget that this spreading of knowledge concerning juvenile literature is one of our essential duties. It is not only necessary that children read, but that parents know and buy good books, and that teachers learn more about the many books which are theirs for the asking.

VIOLA K. FITCH, *Chairman*

*The Michigan Librarian*



# A TALE OF A BOOKMOBILE

MARY KENAN

*Librarian, Muskegon County Library*

**J**UNE 1943. Schools closed. The last trip of the "trailer" completed, the books which boys and girls of Muskegon County have enjoyed all year gathered and returned to their summer base. And just in the nick of time, for the "trailer," constructed as a temporary expedient in the days of WPA, like the wonderful one-hoss-shay, disintegrated close to the back door of the library on its final trip. The "trailer" deserved its end. It had been planned for a two-year life and had served well one year more. Up near Big Blue a door blew off in the March winds, and was repaired. Its standard was always a bit lopsided after a Hallowe'en early in its existence. There were splinters off the edges of the drawers. But those drawers, twelve in number, had held pleasure and excitement aplenty for the curious of seventy-two schools all the years of its life. Now it no longer could be used.

What to do? There is a war on, a cataclysmic upset of all normal routines.

*September, 1943.* Schools open. At the back door of the County Library stood a blue panel truck, with gay pictures of books painted on its sides and lettering every place where lettering rightfully should be. No one could miss the new Bookmobile ready to travel to every school in the county, and to branches, too, when needed.

As the Bookmobile stood in the yard, someone opened the back doors, revealing the interior—white painted shelves, empty and clean. Steps painted blue to match the exterior were lowered. "Stoop and squat" to fill those shelves with bright covered books for the curious and the shy and the eager. No mention of the indifferent for time may change them.

How did all this happen? The will to do, —plus: a cooperative and progressive library board who squeezed out of the budget the

necessary funds; a lucky tip from a friend about a used truck that could be purchased; a generous city manager who provided a carpenter to fit the shelving, magazine racks and steps; an interested board member who persuaded her husband to paint the inside; plenty of patience with ODT and rationing boards, not to mention garages and dealers.

Now the Bookmobile stands in a school yard and all the eager and curious come out to look and taste and choose a new experience. There are about 350 books for them to choose from and some for parents and teacher. There are magazines and pamphlets, too, for all. But a half-ton panel truck is not very high, as you know. In fact, if the children are eight or more, they will be very likely to bump their heads if they are not warned. "Bend low, get in and squat!" Then the four shelves of books are just the right height. The boys and girls appreciate the change from worn-out book-trailer to make-shift Bookmobile, and remark, "Gee, ain't it a duzy!"

Strategy in Muskegon County for the duration: "Stoop and squat!"

## ***Bacon Memorial Library, Wyandotte***

On December 6, 1943 occurred the formal dedication of the Bacon Memorial Library, formerly the Wyandotte Public Library.

Once the Bacon family home, this beautiful house was recently deeded to the Wyandotte Board of Education by Mrs. Mary Bacon of Pasadena, California. To date, it has not been remodelled, except for the addition of a new furnace and fluorescent lighting.

The Wyandotte Library Commission was appointed in September 1943. Mr. Charles B. Johnson of the Wyandotte Chemicals Corporation is president, and the other members are Mrs. Frederick J. Raubolt, Reverend Wm. F. Simon, and Mrs. H. E. Hill. Miss Hazel Adair is librarian.

# OUR BULLETIN BOARD *Notes from here and there*

## **Public Libraries Division Proposed for the A.L.A.**

Recognition of the need of a division of the A.L.A. membership to represent public library interests is widespread. Organization has been delayed by lack of A.L.A. meetings, the inconsistent development of divisions, round tables, committees, and other groups, and by other factors.

The Committee on Divisional Relations has done much work toward the establishment of such a division of public libraries and has drafted a tentative constitution.

### *Tentative Constitution*

The tentative constitution as drafted has had the benefit of consideration by others and especially by the A.L.A. Constitution Committee. Its chief purpose is to provide an orderly way for the establishment of the division to a point where it can legislate for itself and draw up a more complete and more permanent document.

The temporary constitution provides among other things for the first officers on an *ex-officio* basis, for the determination of the first sections, and for the selection of the first board of directors in whose hands then will be the responsibility for developing permanent procedures and policies. Mimeographed copies will be sent to signers of the petition for a mail vote on its provisional adoption.

It is requested that all members of the A.L.A. interested in the establishment of a division of public libraries sign a petition (form suggested below) and forward it to Mr. Shirley or to Mr. Vitz. In libraries with a number of A.L.A. members on the staff, one petition signed by all who wish will be preferable. As a beginning, the following sections are suggested. Others will no doubt develop later.

### *Sections*

Large libraries (population 100,000 and over); Medium-sized libraries (population 35,000-100,000); Small libraries (under 35,000 population); Branch libraries; Adult education; Order and book selection; Lending; Publicity; etc.

### *Form For Petition*

I, a member)

We, members) of the A.L.A., petition the Council of the American Library Association to approve the organization of a Public Libraries Division of the American Library Association

under a constitution in conformity with the requirement of the Constitution and By-laws of the Association.

Section preferred (if any)

(Signatures)

The petition may be mailed to Wayne Shirley, Librarian, Pratt Institute, Brooklyn 5, N.Y., or to Carl Vitz, Librarian, Public Library, Minneapolis 3, Minn.

## **High School Librarians Celebrate Twenty-Fifth Anniversary**

The Association of High School Librarians of Greater Detroit is celebrating the twenty-fifth anniversary of its organization this year. At a dinner held at the Wardell-Sheraton Hotel in Detroit, in November, five of six charter members still living in Detroit were present: Miss Aniela Poray, Northeastern High School; Miss Grace Winton, Northwestern High School; Miss Lillian Hodge, Southwestern High School; Mrs. Louise Chamberlin, Eastern High School; and Miss Faye Beebe, Southeastern High School. Miss Lillian Stewart, formerly of Western High School and now retired, was unable to be present because of illness.

At the dinner, Mrs. Ethel Walker Yabroff, president, read greetings from Miss Martha Pritchard, formerly of Detroit Teachers' College, now retired and living in California, and from Miss Mildred Batchelder, Chief of the School and Children's Library Division of the American Library Association. Mr. George Stärk, of the *Detroit News*, spoke of old Detroit, and Miss Poray recounted some highlights from the history of the organization, describing among other things the initial meeting, held at her invitation at Northeastern High School in the fall of 1918, to which the librarians of the Detroit high schools were invited.

Of the projects sponsored by the group many are state-wide. The Association of High School Librarians of Greater Detroit, supported by many other high schools throughout the state, was instrumental in the creation of a library section of Schoolmasters' Club. The Association was also instrumental in securing a place on the programs of the Teachers' Institutes and the formation of a school section in the Michigan Library Association. Certification of school librarians had the active support of the association, as did the movement for the reorganization of the state library commission, which had been abolished in 1921.

# Weeding the Library — *Suggestions for the Guidance of Librarians of Small Libraries*

Prepared by the Division of Adult Education and Library Extension, State Education Department, University of the State of New York with adaptations for Michigan by the Michigan State Library, Lansing.

## WHY SHOULD THE BOOK COLLECTION BE WEEDED?

Every library accumulates by gift and by purchase, books which must be considered for removal from the shelves when their usefulness is past. In small libraries where shelf room and storage space are limited, the need for keeping only a usable, up-to-date collection of books presents an important problem. It is not enough that a library meets standards of efficiency in the total number of books and in volumes added each year. The book collection should represent quality as well as quantity. It is a sign of a healthy condition of the book collection and a wise administration of the book fund when the library's annual report reveals a fair correspondence between the number of new books regularly purchased and the number of books regularly discarded.

The librarian should be familiar with the lending privileges of the Michigan State Library and other large libraries near-by. Any book which may be needed only occasionally in the small community should be borrowed from one of these sources. For this reason the librarian of the small library need feel no compunction in removing from the shelves certain books of very limited appeal.

## HOW OFTEN IS IT DESIRABLE?

Each time a book is handled in the library, if time permits, it should be examined as to its physical condition and to its continued suitability. At least once a year the entire collection should be examined, to find those worn-out books missed in the process of circulation, to remove books which no longer justify their space on the shelves because of infrequent circulation, and to consider the need of replacement of books in poor editions with better editions as funds permit.

## BY WHOM SHOULD IT BE DONE?

The librarian should personally take charge of the first steps of the weeding process, if she has studied the principles of book selection in a course of library training, or if she has learned through years of experience the needs of the community and the usefulness of books of all

classes in the library. Members of the book committee and the library trustees sometimes make the final decisions as to discard and replacement of the books in question. The State Library can always be called upon for advice or help in weeding problems.

Use the advice of persons whose judgment you can trust. Check up their advice with standard lists. Technical books go out-of-date in ten years or less. Newspaper men can give advice on local items, and obsolete educational texts are quickly recognized as such by teachers and school principals. Such advice from local well-informed citizens is two-fold in its value to the library, for it brings competent opinion to a problem which is often beyond the librarian's knowledge, and it tends to awaken a feeling of cooperation and friendliness between the library administration and worth-while and influential residents.

## WHAT PRINTED AIDS SHOULD BE USED?

Good classified lists will indicate books of lasting value in various subjects. Many of these are made for library use by experts in various fields and by librarians of special training and experience. Assemble as many of them as possible. Compare the lists, class by class. It will be found that many of the same books appear in them. In some cases, new editions or new authorities will be found to replace out-of-date books on your shelves.

The following professional aids are recommended:

**American Library Association.** A.L.A. catalog, 1926. A.L.A. 1926. \$3

A basic list of 10,295 books for the general library, selected from all books in print in 1926.

— A.L.A. catalog, 1926-31. A.L.A. 1932. \$4.50

A supplement to the above A.L.A. catalog. 3000 titles.

— A.L.A. catalog, 1932-36. A.L.A. 1938. \$5.

Annotated list of nearly 4000 titles.

— A.L.A. catalog, 1937-41. A.L.A. 1943. \$6.

— The Booklist. A guide to new books. A.L.A. Twice monthly, \$3 a year; single copy, 25c

The librarian's standard guide for the selection of current books.

— Subscription books bulletin. A.L.A. Quarterly, \$2 per year

A source of unbiased and dependable information about the books and sets sold by subscription. Over 350 reviewed since the Bulletin's inception in 1930. Back numbers still available.

**Children's catalog.** 6th ed. rev. H. W. Wilson. 1941. Service basis

A standard guide for juvenile books.

— 1943 supplement. H. W. Wilson. 1943. Service basis

**Fiction catalog.** 1941 ed. H. W. Wilson. 1942. Service basis

— 1942 supplement. H. W. Wilson. 1943. Service basis

**Felsenthal, Emma, comp.** Readable books in many subjects. A.L.A. 1929. 40c

A list of 300 books for adult beginners.

**Horton, Marion, comp.** Buying list of books for small libraries. 6th ed. A.L.A. 1940. \$1.75

A basic selection.

**Mudge, I. G., comp.** Guide to reference books. 6th ed. A.L.A. 1936. \$4.25.

Describes over 4000 reference works in more than 30 languages.

— Reference books of 1935-37. A.L.A. 1939. 75c

— Reference books of 1938-40. A.L.A. 1941. \$1.25

**National Council of Teachers of English.** Books for home reading for high schools. The Council, 211 W. 68th St., Chicago, Ill. 1937. 20c

— Good reading: a guide for college students and adult readers. The Council. 1938. 20c

— Leisure reading for grades seven, eight and nine. The Council. 1938. 20c

— Reading for fun. The Council. 1937. 20c

**Right book for the right child;** a graded buying list of children's books. 3d ed. Day. 1942. \$3

**Ruc, Eloise.** Subject index to books for intermediate grades. A.L.A. 1940. \$4

— First supplement. A.L.A. 1943. \$2.50

— Subject index to books for primary grades. A.L.A. 1943. \$2.50

Preprimer through third grade.

**Standard catalog for high school libraries.** 4th ed. rev. H. W. Wilson. 1942. Service basis

An essential tool for every high school.

— Supplement. H. W. Wilson. 1943. Service basis

**Standard catalog for public libraries, 1940.** H. W. Wilson. 1940. Service basis

— Supplement. H. W. Wilson. 1942. Service basis

HOW SHOULD THE BOOKS BE SORTED?

#### a. Books needing mending

Books slightly worn which are to remain on the shelves without much further physical attention, can be made strong with paste and reinforcement in the proper places (usually adult fiction). See booklets on library mending, with lists of supplies, published by

Demco Library Supplies, Madison, Wis.

Gaylord Bros., Syracuse, N. Y.

Library Bureau division of Remington Rand, Buffalo 3, N. Y.

#### b. Books needing cleaning

Pages of smooth paper can be cleaned with a piece of cheesecloth, warm water and white soap. Rub the wet cloth over the soap lightly, then rub carefully over the soiled page. Clean edges of books with sandpaper. Clean covers with soft rubber or art gum. Press over night. For cleaning children's linen picture books, add a little vinegar to the water with which they are sponged.

#### c. Books to be rebound

Worth while books having several loose signatures or in which the binding threads of the back are broken, should be sent to a bindery to be rebound in bright, attractive covers. Write for prices and make arrangements with a reliable binder.

A few reliable binders are:

Wagenvoord & Company, Lansing, Mich.  
Hurley Bros., Bay City, Mich.

New Method Book Bindery, Jacksonville, Ill.  
Triangle Bookbinding Co., 243 West Larned St., Detroit, Mich.

Edwin Allen Co., 1100 S. Wabash Ave., Chicago, Ill.

Ernst Hertzberg & Son, 1751 Belmont Ave., Chicago, Ill.

Hertzberg Bindery, Des Moines, Ia.

H. R. Huntting Co., Springfield, Mass.

#### d. Storage

If storage shelves are available in the library, place there those books which are not needed regularly on the shelves but which are not to be discarded. This collection will include: Duplicate copies of books of great seasonal popularity, such as Shakespeare's plays and other classics used each year by high school classes.

Standard editions of complete works of major poets, novelists, orators, etc.

Old books:

Interesting, unusual or rare editions.

Early works (often out of print) of outstanding authors.

Books containing interesting old woodcuts or steel engravings or illustrations by well-known artists or good old plates or maps.

Children's books representing early style in form, illustration and content.

Sets of books:

Complete sets of value but in little demand. Parts of sets representing author's works not called for often.

#### e. Discards: Remove from the active shelves:

All books, no matter how excellent the titles, which are in poor physical condition, cheap binding, yellow paper, fine print and generally unattractive.

Adult fiction:

Worn-out, incomplete and dirty books which cannot be mended or cleaned.

Out-of-date fiction by popular authors of many years ago.

Trivial books of any date which have outlived their popularity.

Books which have not circulated in the past five years should be considered for discard.

(Be sure that they have been given fair opportunity to circulate by having good accessible location on the shelves and clear marking of author and title on back.)

**Adult nonfiction:**

100's: out-of-date 'psychologies, hypnotism, mental healing of last century, how to be happy, temperance tracts, duties of children, etc.

200's: out-of-date mission study manuals, old books of rituals, old hymn books, out-of-date editions of sectarian books.

300's: woman suffrage publications, old child labor books, old investment and currency books, out-of-date teachers' manuals; discredited theories of education, out-of-date educational information such as old college catalogs, handbooks, etc., woman's place, opportunities for wage-earnings, etc. (Material in this class of historical value should be saved or given to a large reference library.)

400's: bulky histories of language (not many of this class to be discarded).

500's: old textbooks and treatises, experimental sciences of the 1800's, early theories of electricity.

600's: out-of-date engineering and technical books, early automobile books, home decoration of other years, dressmaking.

700's: } Follow same general practices as un-  
800's: } der adult fiction.

900's: old histories no longer considered authentic in the light of recent research. Subscription sets of no literary or historical value. Personal accounts of experiences in the World War, except those of outstanding importance, literary value, or local participation.

910's: travel in 1800's in Europe and North America, except of historical importance, personal accounts of travels by persons of no importance and in countries for which better and later material is available.

920's: old biographies of persons little known today; biographies in de luxe editions of many volumes which, if worth keeping should be replaced by more compact and modern editions.

**HOW SHOULD DISCARDED MATERIAL BE TREATED?**

*Before disposing of discarded books remove the book cards. See that each card bears author, title, class number and accession number. At the earliest opportunity, use these cards to (1) mark the accession book entries "discarded" with the date; (2) if no other copy in library remove all*

catalog and shelflist cards; (3) keep a record of the total number of books discarded each year, fiction and non-fiction, adult and juvenile. This number, subtracted from the total number of books purchased, will show the growth of the book collection during the year.

*a. Children's books:* If discarded books are removed from the library shelves because of their mediocrity or their undesirable quality, they should not be distributed to other centers for the use of children.

It is best to burn discarded books for children. Do not give publicity to the fact of the burning. Many people regard books as articles of such permanent value, no matter what their quality or condition that burning amounts to sacrilege. It is better for the librarian, with the consent of the book committee or trustees to attend to this than to depend upon a janitor or an unreliable person. In too many cases the books have not been destroyed.

*b. Adult fiction:* If these books are too worn for further use, they may be sold as old paper to a junk man, or given to the Salvation Army for that purpose. If this is done, remove the covers first and cancel all marks of the library's ownership of the books. This may be done with a heavily penciled "Discarded" through the library perforation or stamp. It prevents complications later if the books are found and their ownership is questioned.

*c. Adult nonfiction:* Do not destroy any adult nonfiction until lists of them, or the books themselves, have been checked by someone competent to judge of their present usefulness in some other library or their value to the library as rare books.

Many books will be discarded because they are duplicates in little demand or because their usefulness in the community has been exhausted. These may be books which would be enjoyed by readers in other communities if a means of circulating them were perfected. It is hoped that in each county a central strong library will volunteer to collect these books from all the libraries of the county and will arrange a system of exchange whereby each contributing library may select from the whole collection an equivalent number of popular and attractive books each year in exchange for books which have no local appeal. If such a plan can be evolved the librarian is advised to place the catalog and shelflist cards in each book and to assemble a special collection of books on storage shelves.

*d. U. S. Government Documents:* Keep only those bound documents containing material which is obviously useful and fits the reference needs of the library.



In discarding bound federal documents, do not destroy them unless official permission is given. The librarian must write to Superintendent of Documents, Washington, D. C., (1) stating the total number and a general description of the books (not an itemized list) and (2) requesting franks with which to mail them to Washington. The Superintendent of Documents, upon receiving this request, directs the local post office to furnish sufficient mail sacks in which the books are to be packed. If the shipment is very large the library may be asked to delay mailing until a time when the office can best handle the books. The libraries are cautioned not to send these mail sacks to the express office. Only through the Post Office Department is the shipment made without charge to the library.

In building up a working collection of government publications, these lists will be found helpful:

**Price lists of United States Government publications.**

Washington. Government Printing Office. Free

These price lists describe each available book or pamphlet and embrace current topics such as "Foods and cooking," "Indians," "Handy books."

**Weekly list of selected United States Government publications.** Washington. Government Printing Office. Free

"A time-saver and a source of information concerning newly published material on a wide range of subjects. The documents are arranged by subject, with brief annotations. This is a list which every librarian should receive and check for ordering."

Many small libraries are burdened with many old bound government publications for which they have no demand from readers and for which there is no index available. The librarian is advised to weed them carefully. Consider keeping the following:

**From Department of Agriculture:**

Statistical Year Book

Farmers' Bulletins

**From Civil Service Commission:**

Laws, regulations and announcements

**From Department of Commerce:**

Statistical abstract of United States

Year Book of Commerce

Abstract of Census. Decennial

**From Congress:**

Biographical Congressional Directory

**From Office of War Information:**

U. S. Government Manual (3 editions a year)

This Manual covers the creation and organization, functions and activities of all branches of the United States Government. It is the "Who, What, Why, When, Where, How of your government."

**From Department of the Interior:**

Educational Directory

United States Official Postal Guide

**From Federal Security Agency**

**Social Security Yearbook**

Studies and statistics on social security.

*e. Michigan State Documents.* Keep only those that have value or use in your community.

In discarding state documents write first to the Documents Division, Michigan State Library, Lansing 13. List documents to be discarded and ask for advice in destroying or instructions for returning them.

There are a few classes of books which are especially solicited by the State Library:

Books of history, description, poetry, family history, biography, printed in the small towns and villages of this state.

County and family histories of other states. Michigan state or county maps before 1900. *State Republican*, Lansing, April 24, 1861- Dec. 31, 1862; Apr. 1, 1865- Mar. 24, 1869.

**Publications Wanted**

**Michigan Territory**

**Laws of the Territory**

Convention of delegates. First and second conventions of assent, Territory of Michigan. 1836.

Legislative Council Journals. 1824-1835

**Michigan Adjutant General**

Report 1897-98; 1899-1900

*f. Periodicals:* The small library subscribes to magazines for reading material to supplement its book collection. After the first months of use, however, the magazine's usefulness has decreased until its principal value to the library is in its reference adaptation. Reference demands vary with different communities and are influenced by school library resources and by the proximity of large reference libraries. For this reason, the small library must survey the conditions affecting the reference use of its periodicals and determine not only the individual magazines needed for its work, but also the length of time those magazines must remain in the library.

*Abridged Readers' Guide to Periodical Literature* is recommended for use in small libraries, as an aid to the selection of magazines, an index to magazines available in the library and an indication of articles which can be found in neighboring libraries and the State Library. (For rates of Readers' Guide, address H. W. Wilson Co., 950 University av., New York City.)

(Part II of this article discusses children's books and will appear in a subsequent issue).

# TIMELY REFERENCE BOOKS USEFUL IN SMALL LIBRARIES

## *A Brief Buying List*

The new interests and emphases of wartime have made librarians everywhere aware of the importance of reference books that will meet the demand for material on the world at war satisfactorily and speedily. Events, personalities, new words and their pronunciations, noteworthy speeches and documents, are only a few of the fields in which an efficient library must be ready to supply information. The brief buying list below will serve as a guide to recent reference books on the war—and in general fields as well—that will provide the busy librarian with sources of speedy and reliable answers to the many puzzling inquiries of the times.

The list was compiled by Dorothea Dawson and Alice Moore, of the Staff of the MICHIGAN LIBRARY.

Abbrevs (a dictionary of abbreviations), compiled by Herbert J. Stephenson. 126p. 1943. Macmillan. \$1.75.

A list of abbreviations in current use, alphabetically arranged and defined. For quick reference and wide use because of its timeliness.

American authors and books, 1640-1940, by W. J. Burke and W. D. Howe. 858p. 1943. Phoenix Press, 419 4th Ave., N.Y.C. \$5.

Short biographical sketches of over 8,000 authors with complete lists of their published works. Copy-right dates of published materials and production dates of plays included. Arrangement is by author with a few cross references of titles and important book characters. Notable for the inclusion of many obscure writers.

Fighting fleets, by Critchell Rimington. 312p. 1943. Dodd. \$4.50.

The fighting ships, surface craft and submarines of the United States are described and illustrated. Comparable information is given for the navies of the United Nations and the Axis powers. Includes a summary of the war losses of the principal combatants and highlights of naval activity since the first edition of July 1942. For adults and young people.

Making books work, by Jennie M. Flexner. 271p. 1943. Simon. \$2.50.

This survey of the organization and use of libraries and books promises to become an indispensable handbook for students and an "open sesame" to adult readers.

NBC handbook of pronunciation, compiled by James F. Bender. 289p. 1943. Crowell. \$2.75.

A three-way approach to pronunciation developed by the National Broadcasting Company for their announcers—the word is given, re-spelled, and shown in phonetics. Includes more than 12,000 words, many of them in the war news. A helpful supplement is *War words*, by W. C. Greet. 137 p. 1943. Columbia. \$1.50, prepared for the announcers of the Columbia Broadcasting System.

Practice tests for all jobs, by Nathan H. Mager. 248p. 1943. Crown. \$2.

New emphasis has been placed on library material in the field by the army and navy testing programs; this wide sampling of types of tests (general aptitude, clerical, mechanical, college entrance, civil service, as well as those for the armed forces) and the refresher exercises accompanying them will find good use in the school or public library.

Voices of history; great speeches and papers of the year 1941, edited by Franklin Watts. 669p. 1942. Phoenix Press, 419 4th Ave., N.Y.C. \$3.50.

———, 1942-43. 759p. 1943. Phoenix Press, 419 4th Ave., N.Y.C. \$3.50.

A chronology of events of each month precedes the compilation of important speeches and papers by leaders of allied and Axis nations. Useful now and valuable as war records in the future.

The war dictionary, by Louise G. Parry. [64 p.] 1942. Consolidated Book Publishers, Inc., 153 N. Michigan Ave., Chicago. 25c.

An inexpensive pamphlet, defining a large number of political, geographic, industrial, and war terms.

War volume of Compton's pictured encyclopedia. 136p. 10th ed. 1943. F. E. Compton & Co., 1000 N. Dearborn St., Chicago. \$1.50.

A handy, inexpensive reference book, frequently revised, covering all aspects of the second world war; with useful charts, maps, and a complete index to text and illustrative material.

Webster's biographical dictionary, edited by William A. Neilson. 1697p. 1943. G. & C. Merriam Co., 47 Federal St., Springfield 2, Mass. \$6.50.

A dictionary of 40,000 names of noteworthy persons with pronunciations and concise biographies: *Subtitle*. A pronouncing list of prenames in many languages, and invaluable tables of all the United States presidents, justices of the Supreme Court, cabinet officers, diplomatic agents to other countries, English sovereigns, British diplomatic agents, and rulers of the principal countries of the world, both historical and contemporary.

## Your Circulation

### -Is it Going Down?

The following paragraph taken from *Vermont Libraries, Biennial Report, 1940-1942*, may serve to cheer discouraged librarians, who, in spite of their increased efforts, find that book circulation has gone down during the war years.

"Many librarians have reported loss in circulation during the war months. This is a natural result as the population shifts to centers of war industries and to military camps outside the state and those who remain become absorbed in the new interests of Air Raid Warden, First Aid Classes, Nutrition and other forms of local defense plans. However, this does not mean libraries are any the less needed or used. For the moment attention can be shifted from the yardstick of circulation to other activities of a library, the most important of which may be included under the headings of Information and Morale—vital weapons of war. Perhaps, too, we can be encouraged by reports from Great Britain, one of which informs us that: 'These (books) should be jealously guarded so that they may be available to all those who love the freedom which they have enjoyed. If our experience here is any criterion, then it will be found in America that the demand for books will grow, out of all proportion to normal. Don't be discouraged if at the outset the public that is equipping itself for its task has little time for reading. You will find as we have found, that the pendulum will swing back the moment your people are on a total war footing.' And further, that in spite of great financial stress more than three-fourths of the libraries of England have had their appropriations increased."

## China Book Week

March 25-31

The *A.L.A. Bulletin* January, 1944 contains several articles that will be helpful to librarians planning to observe China Book Week. Olga M. Peterson's discussion "So You're Celebrating China Book Week" lists bibliographies, sources for films, exhibit materials, and other aids.

In addition, the *Library War Guide* for March will be devoted to this project. Libraries not now receiving this publication may be added to the mailing list by addressing a request to Paul Howard, Chief, Library Program Division, Office of War Information, Washington 25, D.C.

## Events of Interest

We hear that Ralph A. Ulveling is the choice of the A.L.A. Nominating Committee for First Vice-president (President-elect).

Katherine Smith, Lois Le Baron, and Margaret Kirkpatrick of the Detroit Public Library, are on leave of absence and are serving with the U.S. Navy Libraries.

Mrs. Margaret Appleton, librarian in charge of the rental library of the Detroit Edison Company died on December 10, 1943. Mrs. Appleton was for years a member of the Michigan Library Association, of the Metropolitan Library Club and of the Michigan Chapter, Special Libraries Association.

Grace A. England, editor-in-chief of the *MICHIGAN LIBRARIAN*, has declined reappointment to that position.

Several new publications have recently been announced by the American Library Association. In *Public Library Finance and Accounting* Edward A. Wight offers practical advice on building a budget and securing adequate financial support. A new edition of the *A.L.A. Catalog* covering the years 1937 through 1941, and a new list of children's books *A Basic Book Collection for Elementary Grades* (formerly called *Graded List of Books for Children*) will help librarians to make certain that they have not missed books of permanent value. The new edition of *Classics of the Western World* is about twice the length of the second edition, and treats of 135 individual authors from Homer to James Joyce.

The many friends of Miss Zaidee B. Vosper, editor of the *Booklist*, will learn with regret of her death on November 16, in Chicago.

Miss Vosper was born in Ionia, Michigan, in 1880 and was a graduate of the University of Michigan and of the New York State Library School. She was at one time a member of the Staff of the Detroit Public Library and of the New York State Library. After two years in county library work in California, she became associate editor of the *Booklist* in 1924 and editor in 1927. She was a member of the American Library Association, the Illinois Library Association, and Gamma Phi Beta sorority.

## A Tool Library For Grosse Pointe

The Grosse Pointe Rotary Club, thinking of ways to encourage the development of hobbies and interests for boys and girls, conceived the idea of a tool library, and by means of donations of tools and money, started the Grosse Pointe Tool Library. Since they had no means to provide for lending the tools they looked to the public library to do that part of the work. Another difficulty was to find some agency that would undertake to repair damaged tools. It finally worked out to be a co-operative enterprise with the Rotary Club responsible for supplying the tools, the Grosse Pointe Board of Education for doing the repair work and the Grosse Pointe Public Library undertaking the circulation of the tools.

A lighted display case was provided by the Board of Education and an assortment of tools was put on display in the library in the latter part of September, 1943. Both newspapers in Grosse Pointe wrote stories about this new serv-

ice and the interest of the whole community was aroused.

Simple rules of procedure have been worked out whereby any boy or girl who has finished the first half of the seventh grade or any adult may borrow tools for a seven-day period in the same way in which a book may be borrowed. A fine of two cents a day is charged for overdue tools and the money so collected is to be used to buy new tools.

A simple leaflet which explains about the care and use of tools is given to each patron who borrows them. In the two months of its existence nineteen tools have been borrowed for home use. This may seem like a slow beginning but the interest continues to grow. Many indicate their desire to take advantage of this service when they have more leisure, and others remark that they will know where to come when they need help. So far, adults have been the chief borrowers but it is hoped that boys and girls will make more use of the collection during vacation time. Those who have used the tools appreciate the service so much that they have returned the tools promptly and in good condition.

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